

Instructions to Enroll into a Course after the Add w/Permission Deadline

James Madison University strongly recommends that students enroll into their courses and finalize their class schedule before the published dates and deadlines. Once the add with permission deadline has passed, students lose the ability to enroll themselves into a course in MyMadison for that term. Any enrollment request occurring after the add with permission deadline must be completed by the Office of the Registrar and requires the approval of the instructor and the academic unit head of the course.

The university offers this late add request process to give departments a pathway to assist students in unusual or extenuating circumstances by approving an enrollment request after the add with permission deadline.

In order for the Office of the Registrar to process a Late Add Request, we will need:

- (A) The student to complete all sections of the late add request form.
- (B) The student to rectify and clear any registration holds they may have on their record.
 - a. If a student has a hold, they can check the details of the hold in MyMadison to view which department placed the hold on their record. *The Office of the Registrar cannot remove holds placed by other offices.*
- (C) An email from the instructor's JMU email sent to the Office of the Registrar approving the late add.
- (D) An email from the academic unit head's JMU email sent to the Office of the Registrar approving the late add.
- (E) An override put into the system under the course by the department or a permission number for the course.
 - a. The permission number can be written on the form by the student or listed in the instructor or academic unit head's email.

The late add request form, override permission, and approval emails must be submitted to the Office of the Registrar by the final day of classes for that term; the last day *before* final exams.

BEFORE SUBMITTING A LATE ADD REQUEST FORM

- Students should work with the academic department that offers the course to secure the above approvals before this form is submitted to the Office of the Registrar.
- Submitting this form to the Office of the Registrar does not obligate the academic department offering the course to accommodate the late add request.
- It is the student's responsibility to reach out to the instructor and academic unit head to request their approval for a late add into a course.
- If the instructor or academic unit head denies the request, the student will not be enrolled into the course.
- The Office of the Registrar does not have the authority to override an instructor or academic unit head's decision to deny the request.
- Students should understand any financial implications that a late add into a course may have on their tuition balance before submitting this late add request.
- Adding a class after the add/drop deadline does not create a new drop deadline for the class in question.
- If a student adds a class to their schedule after the add/drop deadline and later decide to withdraw themselves from the course, they will receive a 'W' for the course if they withdraw by the Course Adjustment deadline.
- If a student adds a class to their schedule after the Course Adjustment Deadline, they will have no ability to withdraw themselves from the course via MyMadison.

The late add request form can be submitted to us via mail, email, fax, or hand-delivered to the Office of the Registrar. Forms with an electronic signature must be sent from the student's JMU dukes' email.



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Late Add Request Form

Student Information

Name _____ JMU ID Number _____

Email Address _____ Phone Number _____

Course Information

_____	_____	_____	Have you been attending this course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2026)	Instructor	
_____	_____	_____	Have you been attending this course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2026)	Instructor	
_____	_____	_____	Have you been attending this course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2026)	Instructor	
_____	_____	_____	Have you been attending this course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2026)	Instructor	
_____	_____	_____	Have you been attending this course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2026)	Instructor	

Please read each statement carefully and check the box to confirm your understanding.

- I have read the late add information and procedures on Page 1.
- Submitting this form to the Registrar’s Office does not obligate the academic department to fulfill my request.
- I have discussed the late add request with the instructor or academic unit head before submitting this form.
- I authorize the Registrar’s Office to enroll me into the course(s) listed on this form.
- I accept all financial responsibilities incurred as a result of this enrollment request.
- I understand that I am adding this class after the last day to drop a course without a ‘W’.
- Late add request submitted after the last day of classes (before final exams) will not be processed.
- Incomplete forms or forms missing approvals will not be processed.

Signature: _____ Date: _____